CONFIDENTIAL

September 1967

MEMORANDUM FOR: Deputy Director for Plans
                  Deputy Director for Intelligence
                  Deputy Director for Support
                  Deputy Director for Science and Technology
                  Deputy to the DCI for National Intelligence
                    Programs Evaluation
                  Director of National Estimates
                  General Counsel
                  Inspector General
                  Legislative Counsel
                  Special Assistant for Vietnamese Affairs

SUBJECT   : Requests for the Director to Meet with
                    Visitors

    1.   The following guidelines are set forth to improve procedures
for alerting the Director to upcoming events and visits in which his
participation is recommended and to ensure a more orderly schedule.

        a.   All requests for the Director to meet with distinguished
    visitors (i. e., Congressmen, U. S. Government officials,
    officials of foreign intelligence organizations, Agency con-
    sultants or panels, etc.) should, when time permits, be sub-
    mitted in writing with an information copy for the Deputy
    Director.

        b.   If possible, requests should be submitted at least
    two weeks (but generally no more than four weeks) in advance
    of the date of the proposed meeting.

        c.   Written requests should be as brief as possible, with
    pertinent background material attached as appropriate.   As
    a minimum, they should contain the date and time of the
    proposed meeting, its purpose, and the reason for and ex-
    tent of the Director's suggested participation.

2. The Director's office will advise the originator of any such request whether and to what extent the Director will participate, as well as any wishes he may have regarding the handling of the proposed meeting.
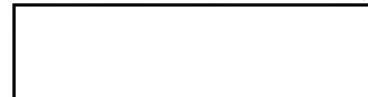
25X1

L. K. White
Executive Director - Comptroller